

Dear Mr/Ms etc..... (Employer's name – find out who to write to or use Dear Employer)

Request for Work Experience Placement 2025

I am a student at Bristol Cathedral Choir School in Year 12/10. As part of our Careers programme we are expected to complete a Work Experience placement between 6th-9th May 2025/23rd - 27th June 2025. I am writing to ask if you would consider offering me a work experience placement.

I am interested in your company because.....

Reasons might be –

- regular visitor
- like/am interested in the products or services sold or offered,
- am interested in this line of work as a possible future career
- enjoy working with client group – children, animals, special needs etc

At school I enjoy (state subjects you enjoy). I also am involved in

State projects or activities you are involved in, for example:

- Practical trades/engineering - Building things, taking things apart, working out how things should go together
- Working with young people/sports - Babysitting, younger siblings, volunteering to help in Brownies, play schemes, sports coaching
- Animals – care of own pet, responsibilities and interests
- Office/business placements - Organisation, planning, filing, use of computer • Catering/hotels/shop work – volunteering for school clubs and activities, happy to work with the public, enjoy helping people
- DofE

I would be very happy to discuss a possible placement. Please could you email me at (your SCHOOL email address).

If you have any questions about the Work Experience programme please contact Mrs Duncan, WEX Coordinator, at bccsworkexperience@bristolcathedral.org.uk.

Thank you for your time and I look forward to hearing from you soon.

Yours sincerely

Write your full name below